Approved For Release 2000/04/14 : CIA-RDP78-03568A000300120021-2

OFFICE OR STAFF	OFFICE CODE	EFFECTIVE DATE	APPROVAL DATE	CONTROL NO.		Page 1 of 2 Pages
Procurement & Supply	R	15 Sept 1952	9/16/52	203		

Security Information

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE (Machine Records)
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	
25X1A6d							
SUPPLY DIVISION			SUPPLY DIVISION				
DEPOT OPERATIONS BRANCH			DEPOT OPERATIONS BRANCH				
[redacted] DEPOT			[redacted] DEPOT				
GENERAL OFFICE SUPPLIES SECTION			GENERAL OFFICE SUPPLIES SECTION				
Storekeeper	GS-2030 2	168	Storekeeper	GS-2030 3	348		
Storekeeper	GS-2030 2	168.01	Storekeeper	GS-2030 3	348.01		
Storekeeper	GS-2030 2	168.02	Storekeeper	GS-2030 3	348.02		
WAREHOUSING SERVICE SECTION			WAREHOUSING SERVICE SECTION				
Clerk Typist	GS-322 3	186	Supply Clk (Typing)	GS-2001 4	349		

JOB NO. ____ DOC. NO. ____ NO CHANGE
IN CLASS. ____ CLASS. CHANGED TO: TS S C REV. JUST.
NEXT REV DATE ____ REV DATE ____ REVIEWER ____ TYPE DOC. ____
NO. PGS. ____ CREATION DATE ____ ORG COMP. ____ OPT. ____ ELEM. ____ CLASS. ____
NEW CLASS. ____ REV COORD. ____ AUTH: HR 70-3

NEW OFFICE TOTALS

APPROVAL

The T/O changes listed above are hereby approved. Please make changes on records as necessary. Retain this authority until new machine printed received.

[redacted]

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25X1A9a

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FORM NO. 1050 20 30-25

T/O CHANGE AUTH

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SEP 9 - 1952

Chief, Classification & Wage Division

Executive Officer, Procurement & Supply Office

Reclassification of Positions in Supply Division

1. It is requested that Storekeeper positions R168, 168.01 and 168.02 of General Office Supplies Section, [redacted] Depot, Supply Division be reclassified from GS-2 to GS-3. 25X1A6d

2. The volume of Storekeeper duties in this Section have increased considerably within the past year with no increase in personnel. One position was reclassified from a GS-3 to GS-4 in February 1952. It is felt that these three positions should have been reclassified at the same time.

3. It is also requested that the Clerk-typist GS-3, R186 position in the Warehousing Services Section, [redacted] Depot be reclassified to Clerk-typing GS-4. This is the only typist position in that Section. There is a great volume of typing and clerical work to be done such as receiving reports, etc. requiring responsibility and accuracy. 25X1A6d

[redacted] 25X1A9a

PSO/MMT:gp (4 Sept. 1952)

Distribution:

1 - Exec. Offcr., PSO
1 - Supply Personnel File
1 - Supply Chrono

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#203 9/10/52

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